

CITY OF RIVERBANK
HUMAN RESOURCES ANALYST

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs the full range of human resources related functions; performs a variety of routine and complex administrative, technical and professional work in analyzing and administering various components of the City's Human Resources system, including job analysis, compensation analysis, applicant screening, examination, selection, training, risk management, Workers' Compensation, affirmative action, benefits administration, and employee relations; performs special studies; performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The **Human Resources Analyst** is a journey level professional class in which the incumbent is expected to independently perform the full scope of human resources analysis and research on new and current program activities as assigned. Independent judgment is required and contacts are both internal with staff and external with representatives of other agencies. This classification differs from the next higher classification of Director of Administrative Services/City Clerk in that the latter is responsible for the operation of the entire Administrative Services Department and City Clerk functions.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Director of Administrative Services/City Clerk. May provide technical and functional supervision to lower level staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Provides administrative, paraprofessional, and professional human resources support to staff in all functional areas; develops and posts recruitment flyers; receives and screens applications; notifies candidates of testing dates and times; sends follow-up information; sets up oral interview panels; coordinates pre-employment physicals; performs background checks; maintains databases; tracks affirmative action data; develops, evaluates, and validates written and oral exams; supervises the administration and scoring of examinations; establishes eligible lists; maintains a variety of recruitment files; researches and develops recruitment sources appropriate to the occupation and consistent with affirmative action practices.
- Processes and coordinates personnel action forms, benefit enrollment forms, Workers' Compensation claims, and retirement paperwork; assists in the preparation of confidential personnel documents; maintains personnel files.
- Processes Workers' Compensation and liability claims; tracks and maintains claims; discusses and reviews claims with employees, supervisors, and third party administrators.

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- Conducts classification studies, including audit and analysis of positions; prepares and revises class specifications; conducts and responds to compensation study requests; maintains and updates salary schedules.
- Assists in the investigations of discrimination and harassment complaints; interviews employees; develops reports and submits findings to appropriate personnel.
- Ensures changes to new hires, open enrollment, retirement, insurances, and other changes to benefit plans are put into effect and reported correctly.
- Participates on the City's negotiating team during negotiations; assists with preparation for negotiations; researches and evaluates proposals, including costs; makes recommendations on proposed items.
- Assists employees in completing enrollment and other forms as required; educates and informs employees about benefits; explains benefit programs, including health, dental, vision, long term disability, life insurance, retirement plans, Workers' Compensation, leave policies, and other federal and state mandated programs; conducts new hire orientations.
- Researches, plans, organizes, and coordinates employee training programs.
- Maintains and updates the database of employee information and creates reports as required; acts as liaison with finance staff in a variety of areas, including payroll, benefits, etc.
- Conducts research and analysis; coordinates a variety of annual city programs; provides interpretations of and information concerning a variety of applicable policies, rules, programs, and labor agreements.
- Assists in the review and implementation of programs, policies, and procedures.
- Demonstrates an understanding of applicable policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as appropriate.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, staff of other public agencies, City management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Human Resources Analyst**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of experience in human resources and/or related functions, and a bachelor's degree with major coursework in public or business administration, economics, accounting, human resources, or a closely related field.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, procedures, and regulations of public sector recruitment and selection, benefits administration, compensation studies, employee relations, and employee training and development; principles, techniques, and laws applicable to a variety of personnel programs; research techniques and practices, including statistical concepts and methods; basic principles of mathematics; applicable federal, federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Effectively perform a variety of human resources related functions, including recruitment and selection; benefit program administration, compensation studies, employee and labor relations, risk management, and Workers' Compensation claims administration; acquire a working knowledge of other departmental programs; provide accurate interpretations of policies and regulations; prepare a variety of reports and analyses; maintain statistical records; analyze and interpret a variety of human resources programs; make sound policy and procedural recommendations; oversee and/or manage special projects and programs; work effectively with management, staff, other governmental agencies, and the public; prepare clear and concise administrative documents and reports; analyze, interpret, summarize, and present a variety of administrative reports in an effective manner; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; work effectively with people with varying backgrounds, educational levels, races, and cultures.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications.